

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## JOB ANNOUNCEMENT

**POSITION: OFFICE SPECIALIST II - Extension**

Posting# 6966-1215md

### REQUIRED ATTACHMENTS TO APPLICATION:

- **Supplemental Documents:** *Supplemental Questionnaire*
- A **typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

**STARTING SALARY:** Step 18; \$13.78 per hour, \$1,102.00 bi-weekly (plus benefits package)  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** December 9, 2015

**CLOSING DATE:** December 23, 2015

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*

**For additional information see the job description at - <http://www.utahcounty.gov/jobs>**

### JOB SUMMARY:

Performs a variety of clerical and office support duties as needed to expedite day-to-day operations and services of Utah State University Extension.

### DUTIES INCLUDE:

**Performs** as office receptionist and provides initial patron assistance; greets the public by phone or in person, apprises of various services and programs, performs a variety of support functions such as proctoring tests and scheduling fair judges and volunteers.

**Prepares** a variety of reports, correspondence and meeting minutes; creates forms and documents as requested; establishes and maintains various files and records.

**Receives** over-the-counter payments for services, materials, class enrollment fees and issues receipts.

**Orders**, files and distributes departmental literature and information.

**Researches** answers using Extension resources for basic consumer questions on various topics including food preparation, food storage, canning, nutrition and gardening and answers questions on said topics for consumers.

### EVALUATION AND SELECTION FACTORS INCLUDE:

**Working Knowledge of:** standard office practices; proper grammar, spelling, and punctuation.

**Skill in:** reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets and using various software programs unique to Utah County and/or USU Extension.

**Ability to:** maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; multi-task and understand broad objectives and follow general instructions.

### REQUIREMENTS FOR EMPLOYMENT:

Requires high school diploma or equivalent and three (3) years of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.